MEMORANDUM FOR SAME MEMBERS

FROM: San Antonio Post Secretary

SUBJECT: Post Board Meeting Minutes, January 30, 2020, San Antonio Area Foundation

Board Members present are in BOLD:

**President**
Mr. Eric Wilbur

**Vice President**
Mr. David Pratt

**Past President**
Mr. Scott Mikos

**Secretary**
Ms. Sarah Fowlkes

**Assistant Secretary**
Ms. Lily Cartwright

**Treasurer**
Mr. Sam Hutchins

**Assistant Treasurer**
Mrs. Diane Glass

**Professional Growth Director**
Mr. John Enyeart

**Professional Development Director**
Mr. Joshua Graham

**Relationships Director**
Mr. Steve Moes

**Leadership & Mentoring Director**
Ms. Elisa Hammer

**Fellows Director**
Mr. Glen Turney

**Resilience Director**
Mrs. Miyoung Squire

**Young Member Director**
Ms. Marie Masbad

**Individual Member Director**
Mr. Steve Holt

**Sustaining Member Director**
Mr. David DeMartino

**General Membership Director**
Mrs. Michele Torres

**Military Enlisted Affairs Liaison**
TSgt Kris Martin

**K-12/STEM Outreach Coordinator**
Ms. Victoria Hernandez

**Assist K-12/STEM Outreach Coord**
Mrs. Amy Shirliberg

**SAME E&C Camp Coordinator**
Mr. Toby Flinn

**Assist E&C Camp Coordinator**
Mr. Derick Jones

**College Outreach Coordinator**
Mr. Mickey Addison

**UT Student Chapter Mentor**
Mr. Rick Galloway

**UTSA Student Chapter Mentor**
Mr. Terry Watkins

**Texas A&M Student Chapter Mentor**
Mr. John German

**Scholarship Director**
Mrs. Diane Glass

**Small Business Coordinator**
Mr. Tae Parrish

**Assist Small Business Coordinator**
Mr. Rene Cortez

**I-WEPTAC Coordinator**
Ms. Bonnie Hopke

**Leadership Lab (LLAB) Co-Director**
Mrs. Michele Torres

**LLAB Co-Director**
Mr. Don Gleason

**Social Media Coordinator**
Ms. Jennifer Peters

**Newsletter Editor/Website**
Mr. Dick Kochanek

**WW/Community Support Coordinator**
Ms. Melody Marsh

**Golf Committee Chair**
Mr. Spencer Patterson

**Awards Committee Chair**
Mr. Dick Kochanek

**Holiday Celebration Chair**
Ms. Hilda Quinones

**Resilience Committee Member**
Mr. Franz Schmidt
January 30 Board Meeting Minutes- FINAL


No additional changes to posted minutes. APPROVED as written.

2. Finances/Budget:
   - *Attachment 1* is the 2019 Budget Data.
   - *Attachment 2* is the 2020 Budget Data as of January 18.
   - We have 3 volunteers for the annual Post financial audit:
     - Murty Dinivahi
     - Rick Flesh
     - Marvin Miller
   - For the January meeting we had: 78 attendees (6 of which were YMs); 25 PDHs for 1.0 hours each; net revenue was $174.50.
   - Post Annual Report to SAME will be due March 31.

   Sam briefed that the audit has already started with the goal to complete by end of February. Dick and Sam will work together to get Post Annual Report together. January luncheon made profit due to walk-ins.

3. Post Contract Execution Authority Renewal:
   - Annually, the Board re-issues the authority for Chairpersons and POCs of major program/activities to sign contracts on behalf of the Board/Post when the activities and their related budgets have been approved by the Board IAW the Post Bylaws, Article V, para 3 (see http://www.same.org/Portals/0/posts/satx/documents/bylaws2017.pdf?ver=2017-11-28-154347-047)

   APPROVED re-issuing the authority for Chairpersons and POCs of major programs/activities (after activities and budgets have been approved by the Board) to sign Post contracts through Dec 31, 2020. This renewal mainly affects SBMRF, I-WEPTAC, Golf, and Holiday celebration. Eric mentioned that POCs and Chairpersons need to make sure they keep the board informed of decisions and where the budget is being spent.

4. Board Member Installation:

   INSTALLED Steve Moes as Relationship Director and Sarah Fowlkes as Secretary.

5. Board Member Expectations:

   - In previous years the Board has approved the policy that Board members are expected to attend at least three (3) of the scheduled Board meetings in the calendar year (typically 11 Board meetings are planned for the year). This may be waived by the Post President on a case-by-case basis.

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APPROVED

Post Board member expectations above for 2020. Eric wants board members to be actively engaged in the meetings and in major events like luncheons, SBMRF, some volunteer events, etc. Main goal is active engagement in the post and various projects while hitting minimum standard of at LEAST 3 meetings. Eric requests sending a note to the board if going to miss a meeting.

6. YM Program:

- Marie is working with the LLAB event committee to host a networking event during Engineers Week next month.

Marie gave ideas to LLAB but is allowing them to take the lead on picking what they want to do. LLAB is hesitant to do something during engineers’ week because there wouldn’t be enough planning time. LLAB has also reached out to Josh Graham about taking the lead on a luncheon (planning topic and finding speaker). Marie mentioned a free Society of Marketing Professional Services (SMPS) Happy Hour event happening on February 20 during E-week that Marie will advertise to SAME YMs to attend. Dick mentioned getting a Post YM event calendar together with a budget to make sure there is enough money allocated to support the events. Eric also mentioned reaching out to Fellows and Membership to coordinate events. Will present calendar and ideas at February board meeting.

7. STEM Activities:

- Upcoming events:
  - February 8 MATHCOUNTS, St Mary’s University – 5 volunteers signed up
  - February 18 SA E-week Proclamation Breakfast
    - Post has sponsored table for 8 and exhibit table
    - Need plan on attendees
  - February 22 Alamo Regional Science & Engineering Fair, St Mary’s University – 7 volunteers signed up

- Other Actions:
  - Victoria Hernandez using a spreadsheet for tracking STEM events
  - Volunteer opportunities being added to Post calendar
  - Planning started on John Jay Academy STEM Fest and 2020 SDA Design Treasures

- STEM Camps
  - Deadline to apply for SAME E&C Camps is March 16. Need also to identify possible mentors
  - Scott Mikos notified of USA Institute of Surgical Research hosting Gains in the Education of Mathematics and Science (GEMS): Science Camps for Middle and High School students this summer.
    - Camps are for 3 days and are scheduled for June and July
    - Application process starts February 1

Currently need people, preferably students, to fill table for E-week; Terry has been unable to get into contact with UTSA student chapter. If cannot get students, will fill seats with other members. Dick
mentioned a National STEM activity, called Tests of Engineering Aptitude, Mathematics and Science (TEAMS) where students write and submit 1000-word essays about a selected topic and judged by volunteers using a scoring syllabus. Amy and Victoria are planning the STEM Fest event at John Jay Science & Engineering Academy. Toby Flinn is visiting schools to talk about SAME E&C Camps and other STEM Campopportunities. Marie will also reach out to YMs to see if there is anyone interested in being a camp mentor.

8. Wounded Warrior/Community Service:

- Basura Bash – February 15
  - Sam Hutchins sent in $500 sponsorship for the event.
  - Volunteers:
    - Dick Kochanek and Melody Marsh are confirmed to support District 1 Councilman area again to check in volunteers
    - As of January 16, Jacobo Paz has reported 8 volunteers from LLAB. We have received Tributary leaders’ requirements from Bash organizers and will match up with LLABvolunteers. After the meeting Jacobo aligned the LLAB volunteers with the Tributary requirements.

- Operation Float-a-Soldier
  - Summer 2020 schedule will be released in February
  - Melody has requested Post have first day on schedule

- Texas Ramp Project
  - Melody has been unsuccessful in reaching Post POC, Brian Nazarian.
  - She was able to reach the area POC via email and voice mail and is waiting a reply. Melody is requesting Board approval for Spring/Fall timeframe

- Wounded Warrior Center
  - Melody contacted POC, Charles Dominguez, for details on volunteer work at the Center. He responded with anytime.
  - All he needs is how many to ensure base access (if needed) and what day. We would obviously want to schedule before the heat of the season or after. Requesting Board concurrence prior to moving forward with planning

**APPROVED** Melody Marsh proceeding with Texas Ramp and Wounded Warrior Center planning. Melody will update Board with dates and information as she receives them. Dick mentioned that streamers are changing to focus on helping soldiers and wounded warriors’ transition into AEC industry from service. Board needs to start thinking now on how we can support this so that we’re prepared for the change coming. Sam mentioned money from holiday gala that was raised to support wounded warriors and asked where he should send it; Eric said Melody should be told about the money and she can decide how to use it to support wounded warriors/PTSD foundation.

9. Event Sponsorships:
January 30 Board Meeting Minutes - DRAFT

• Michele Torres wants to discuss sponsorships for companies for all our events during the year

**Michele wants to be able to go to large companies and present them with one price/package where they will then get something at all Post events (I-WEPTAC, SBMRF, Golf, etc.). That way the Post is only asking large companies for a one-time fee instead of hitting them up for every event throughout the year. Michele will put this together for the Board to look at in February.**

10. **College Outreach:**

• Eddie Gonzalez from SAME Staff will return to San Antonio February 10-12

• Meeting is planned for February 12, 9 am – 1 pm, at St Mary’s University for our Student Chapter POCs
  
  o Purpose is to discuss Student Chapter participation at SAME July 29-31 Facilities Management Workshop in San Antonio
  
  o Attendees indicating their availability:
    
    o Mickey Addison
    
    o John German (will be late after appointment)
    
    o Rick Galloway
    
    o Dick Kochanek
    
    o Sarel Lavey from TAMU Chapter
    
    o Dr. John Walewski TAMU Chapter Faculty Advisor
    
    o Dr. Eric Williamson and Paul Robinson from UT Chapter unavailable
    
    o Eric Wilbur, Lily Cartwright and Terry Watkins unavailable
    
    o UTSA Chapter Students and Faculty Advisor unknown

**INFORMATION UPDATE ONLY**

11. **Membership:**

• SAME 2019 EOY Membership Report showed us at 1131 total members – plus 17 over our baseline membership of 1114 (a 2% gain).
  
  o Post earned membership Streamer
  
  o 1131 total membership makes us the 4th largest Post for 2019 behind Washington DC, Northern Virginia and Baltimore.
  
  o There were 10 Large Posts that showed a higher percentage gain than our 2% gain
  
  o Assuming percent total membership gain is used as the criteria and all Large Posts earn all the other Streamers with distinction, we will NOT be in contention for Top Large Post

**Michele will reach out to the other large posts that had a larger percent gain to try and get ideas about what to do to increase our Post membership.**

12. **Streamers and Awards:**
January 30 Board Meeting Minutes - DRAFT

- 2019 Leadership & Mentoring, Professional & Personnel Growth, Relationships and Resilience Streamers are all in final draft.
  - All comments received as of January 28 have been included as applicable; some comments could not be used because wording had been changed by other comments submitted.
  - One piece of data is missing on total PDHs issued at 2019 SBMRF.
  - Deadline for submittal to SAME is January 31.

- Awards:
  - Gerald Brown Mentoring Award for Post Fellow Glen Turney
    - Award package completed and submitted to SAME by the December 1 deadline
    - Awaiting Award Committee results
  - Post Service Medal for Marie Masbad
    - Narrative and citation complete with all comments incorporated
    - Required Post President and additional Post endorsement completed
    - Still waiting for required TEXOMA RVP endorsement
    - Deadline to submit to SAME is February 3
  - STEM Excellence Post Award
    - Victoria Hernandez working draft
    - Deadline to submit to SAME is February 3
  - Industry-Government Engagement Post Award
    - Tae Parrish completed initial draft
    - Dick re-working to add additional information
    - Deadline to submit to SAME is February 3
  - Sustaining Member Awards
    - Post provided endorsement for MOCA Systems and HFS Company submittals for Robert Flowers Small Business Award

INFORMATION UPDATE ONLY

13. SAME 2025 Strategic Plan Post Actions Review:

- We have two deadlines on review of the Post Actions for the Goals and Objectives in the new SAME 2025 Strategic Plan (forwarded to Board members by Eric Wilbur on January 17)
  - Input to TEXOMA RVP – January 31
  - Input to SAME – February 5

Board’s goal is to review comments and approve/deny changes. Dick’s changes are posted in red font below each goal. Dick mentioned that we were successful in getting at least one change on wounded warriors and their families support into the new 2025 Strategic Plan which should affect the streamers.
January 30 Board Meeting Minutes - DRAFT

14. Board Retreat Action Items:
   
   - *Attachment 3* is the actions by area that were developed at the December 17 Board Retreat

   Eric briefed that at each upcoming meeting a team will present their action plan.

15. Centennial Celebration:

   - Final Fiesta medal design was approved by Board electronic vote on January 21 (see *Attachment 4*)
   
   - 500 of the 2.5-inch medals were ordered from Monarch Trophy on January 24. The original $80 design fee was credited back to our order, so the design work was free.

Scott will prepare report for Centennial Celebration to send to National to get our events on their calendar. Hilda requested that emails be sent to her with ideas on what we want to do/how we want to celebrate the centennial. Dick mentioned there is $5500 for holiday gala and $2000 for centennial celebration which we can either keep separate or combine. Marie will reach out to YMs to see what they’re looking for from the Post regarding the celebration. Main goal is to have non-regular members attending events. The local news is reporting that delivery of the Fiesta Medals may be delayed due to the Coronavirus since most of the medals are made in China.

16. December Post Newsletter:

   - Inputs for the February newsletter are due to Dick by Monday, February 3, 5 pm.

   INFORMATION UPDATE ONLY

17. Other Business:

   - Golf - Spencer is close to signing a contract with new golf course (Silver Horn) for Tuesday, August 4th to partner with SBMRF.
   
   - SBMRF - Rene and Tae met with Embassy suites last week and they will be getting layouts to board for review. Michele is also working with them for exhibits layouts.

18. Next Board meeting:

   - Next Board meeting will be Thursday, February 27, 11:30 am – 1:00 pm, at the San Antonio Area Foundation in the Pearl Area.

   /
   /
   Sarah Fowlkes
   Secretary, San Antonio Post

   Approved as written

   /
   /
   Eric Wilbur
   Vice-President, San Antonio Post
Attachments
1. 2019 EOY Budget Data (to Board only)
2. 2020 Post Budget Data (to Board only)
3. December Board Retreat Actions
4. Post Fiesta Medal Design
Leadership & Mentoring
1. Conduct a leadership session at the SBMRF (POC: Don Gleason; ECD: 8/6/2020)
2. All member (Enlisted, Officer, Civilian) Ice Breaker at Lackland (POC: Elisa Hammer; ECD: 5/31/2020)
3. Establish a Mentor Program like Kitty Hawk Post (POC: Glen Turney/Elisa Hammer; ECD: 9/30/2020)
4. Engage fellows more into post activities (POC: Glen Turney; ECD: 11/30/2020)

Programs
1. Implement more one on one interaction at SBMRF (POC: Tae Parrish/Rene Cortez; ECD 8/6/2020)
2. Figure out a way to link to SBMRF & resilience (POC: Tae Parrish/Rene Cortez, Miyoung Squire, Bonnie Hopke; ECD 4/7/2020)
3. Tie to Centennial Celebration (POC: Hilda Quinones; ECD: 12/15/2020)
4. Educate post on resilience concept (POC: Miyoung Squire; ECD: 7/31/2020)
5. Bridge the gaps in resilience program (POC: Miyoung Squire; ECD: 7/31/2020)

Relationships
1. Conduct a NCO and BEE event at Lackland (POC: Kris Martin & Elisa Hammer; ECD: 5/31/2020)
2. Establish a referral fee for sustaining member recruitment (POC: Dave DeMartino; ECD: 11/30/2020)
3. Conduct a transition workshop at the SBMRF (POC: Steve Moes; ECD: 8/6/2020)
4. Increase visibility and requests for AFCEC and AFIMSC members to participate in SAME activities (POC: Steve Moes; ECD: 5/31/2020)

Identity
1. Summary article & brief on our centennial celebration plan (POC: Scott Mikos; ECD: 3/26/2020)
2. Explain benefit of inclusive membership of SAME to our members then encouraging members to brief their organizations employees (POC: Michele Torres; ECD: 3/26/2020)
3. Invite other professional organization board members to our board meeting explaining; let them explain who they are; and then ID linkage...offer to come to their board/organizational meetings (POC: Dick Kochanek; ECD: 11/30/2020)
4. Develop a Trifold on the value of SAME (POC: Dick Kochanek; ECD: 4/30/2020)

STEM
1. Develop K-12 calendar for annual, recurring activities supported (POC: Dick Kochanek; ECD: 2/28/2020)
2. Look for volunteers to lead recurring events through luncheon announcements, blasts, newsletter (POC: Victoria Hernandez; ECD: 11/30/2020)
3. Improve nomination pool for STEM Camp campers; target 2 STEM schools and 2 JRROTC schools this year (POC: Toby Flinn; ECD: 2/28/2020)
4. Track needs-based scholarship recipient data to ensure the metrics are met (POC: Diane Glass; ECD: 11/30/2020)
5. Bring YMs to speak at UTSA student chapter (POC: Terry Watkins; ECD 5/31/2020)
6. Conduct a resume workshop for graduating seniors (POC: Terry Watkins; ECD 4/30/2020)